

# Agenda Item Form

Agenda Date: 06/02/04

Districts Affected: All

Dept. Head/Contact Information: Building Permits & Inspections, R. Alan Shubert, (915-541-4556)

## Type of Agenda Item:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Resolution                       | <input checked="" type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments        |
| <input type="checkbox"/> Tax Installment Agreements       | <input type="checkbox"/> Tax Refunds                       | <input type="checkbox"/> Donations                 |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer                   | <input type="checkbox"/> Item Placed by Citizen    |
| <input type="checkbox"/> Application for Facility Use     | <input type="checkbox"/> Bldg. Permits/Inspection          | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements            | <input type="checkbox"/> Contract/Lease Agreement          | <input type="checkbox"/> Grant Application         |
| <input type="checkbox"/> Other _____                      |  |  |

## Funding Source:

- ☒ General Fund  
☐ Grant (duration of funds: \_\_\_\_\_ Months)  
☐ Other Source: \_\_\_\_\_

## Legal:

☐ Legal Review Required      Attorney Assigned (please scroll down): None      ☐ Approved      ☐ Denied

Timeline Priority:   ☐ High      ☒ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

This position is needed as the current Landscape Plan Reviewer is unable to do the plan review and field inspection because of increased workload.

## Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary and benefits already budgeted for FY04

## Statutory or Citizen Concerns:

None anticipated

## Departmental Concerns:

Allow effective field enforcement of the Landscape Ordinance.

2004 JUN 27 PM 4:47  
CITY CLERK'S OFFICE

MAY 27 2004

DATE: 04/26/04

CITY OF EL PASO  
STAFFING TABLE CHANGE REQUEST

Date sent to City Council: 6/1/04

INITIALS

2004-71

Date sent to Personnel:

|  |                               |   |                           |
|--|-------------------------------|---|---------------------------|
| DEPARTMENT NAME:<br>Building Permits & Inspections | (1) HR DEPARTMENT ID<br>36000 | (2) ATTACHED DOCUMENTATION<br><input type="checkbox"/> Description of Duties<br><input type="checkbox"/> Organization Chart | REQUESTED EFFECTIVE DATE: |
|--|-------------------------------|---|---------------------------|

A=add

\*R/T/C = Regular, Temporary, Contract

D=delete (3) (4) (5) (6) ACTIONS (7) \*-Position Type \*L/U = Classified, Unclassified


| A/D | # OF POS | Max Head Count | Business Unit | ACCOUNT DESCRIPTION and ACCOUNT CODE<br>Fin. Dept. ID-Fund-Fin. Loc. Proj. or Grnt.<br>(00000000-00000-00000 Por G0000) | Position Number(s) | JOB CODE | JOB CLASS TITLE                         | PLAN GRADE | R/T/C | I/U |
|-----|----------|----------------|---------------|---|--------------------|----------|---|------------|-------|-----|
| A   | 1        | 1              | COFEP         | Plan Review<br>36010116-01101-36000   |                    | 9166     | Landscape Inspector                     | GS 22      | R     | L   |
| D   | 1        | 1              | COFEP         | Plan Review<br>36010116 - old 3600  |                    |          | Budgeted Position<br>Class Undetermined | GS22       | R     | L   |
|     |          |                | COFEP         |   |                    |          | RECEIVED                                |            |       |     |
|     |          |                | COFEP         |   |                    |          |   |            |       |     |
|     |          |                | COFEP         |   |                    |          |   |            |       |     |
|     |          |                | COFEP         |   |                    |          |   |            |       |     |
|     |          |                | COFEP         |   |                    |          |   |            |       |     |
|     |          |                | COFEP         |   |                    |          |   |            |       |     |
|     |          |                | COFEP         |   |                    |          |   |            |       |     |

(8) Purpose: ☐ Streamline ☐ Expanded Program ☐ New Program ☐ New Facility ☐ Other (Explain)

(9) STATEMENT OF NEED / CONSEQUENCES OF NOT APPROVING ACTION(S): This position is needed as the current Landscape Plan Reviewer is unable to do the plan review and field inspection because of increased workload.

## ANTICIPATED IMPACT ON:

|  |   |
|--|---|
| (10) DEPARTMENT ORGANIZATION/OPERATIONS<br>Allow effective field enforcement of the Landscape Ordinance. | (11) DEPARTMENT BUDGET<br>\$28,818.92 Annual L budgeted |
|--|---|

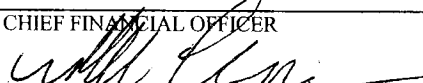
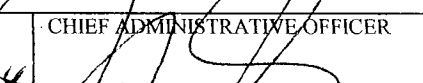
|  |                  |   |   |
|--|------------------|---|---|
| (12) DEPARTMENT HEAD SIGNATURE<br> | DATE:<br>4/26/04 | BUDGET CHANGE<br><input type="checkbox"/> Required <input type="checkbox"/> Attached already budgeted | AMOUNT ADDITIONAL FUNDS<br>\$1,108.42 Biweekly Increase |
|--|------------------|---|---|

## PERSONNEL DEPARTMENT RECOMMENDATION

|  |                     |   |                 |
|--|---------------------|---|-----------------|
| <input checked="" type="checkbox"/> Requested CC and CG is Appropriate<br><input type="checkbox"/> Change Class To<br><input type="checkbox"/> Change Grade To | COMMENTS<br>4-28-04 | PERSONNEL DIRECTOR<br> | DATE<br>4-30-04 |
|--|---------------------|---|-----------------|

## O.M.B RECOMMENDATION / C.A.O. APPROVAL

|                                     |
|-------------------------------------|
| COMMENTS:<br>Daniel Almonte 5-11-04 |
|-------------------------------------|

|   |   |   |
|---|---|---|
| RECOMMENDATION<br><input checked="" type="checkbox"/> Position(s) Recommended<br><input type="checkbox"/> Position(s) Not Recommended | CHIEF FINANCIAL OFFICER<br> | CHIEF ADMINISTRATIVE OFFICER<br> |
|---|---|---|

APPROVED:

DATE